

Leading IT Services Company, expert in MES/MOM and PLM and working with major manufacturing clients within automotive, energy, cosmetics, defence is recruiting an **Assistant Accountant** to work in their accounting team. The role will be to provide support to the accounting team by helping to prepare financial statements, accounts, budgets, processing invoices, payroll and preparing VAT returns, month-end and year-end accounts. You will report to the Finance and Administrative Manager.

**ROLE:**

- Supporting the Finance and Administrative Manager
- Performing reconciliations of accounts
- Processing payments including staff expenses and invoices accurately and within expected time periods
- Verifying financial statements, ledgers and accounts and making corrections where appropriate
- Posting monthly payroll when payroll will be in-house
- Preparing profit and loss accounts sheets
- Preparing VAT return
- Assisting with the yearly budget preparation.
- Assisting in others adhoc activities.

**PROFILE:**

- Educated to degree level or similar
- Previous experience as an Assistant Accountant
- Knowledge of French accounting standards will be a plus
- Strong knowledge of Accounts Payable, Accounts Receivable and an understanding of payroll
- Polish language will be a plus
- Excellent attention to detail
- Discretion as there will likely be sensitive information and figures discussed
- Ability to work to strict time constraints and to prioritise work
- Organised and methodical approach to a task
- Good level in Excel
- Dynamic and able to work in a small team

**SALARY & BENEFITS:**

£30k- £35k/ pa according to skills and experience

Possibility to work remotely 2 days a week once fully trained

Private medical insurance, pension & 23 days holidays

Lunch vouchers